

**AGREEMENT BETWEEN**  
**THE COUNTY OF HUNTERDON**  
**and**  
**COMMUNICATIONS WORKERS OF AMERICA**  
**AFL-CIO - LOCAL 1035**

**1988-1989**

**LIBRARY**  
**INSTITUTE OF MANAGEMENT**  
**AND LABOR RELATIONS**  
**OCT 17 1989**  
**RUTGERS UNIVERSITY**

X January 1, 1988 - December 31, 1989

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## ARTICLE 1

### SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that C.W.A. Local 1035, hereinafter referred to as the Union, represents a majority of the employees set forth in the bargaining unit, and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The Employer recognizes that this Agreement constitutes an obligation of the Employer, and that the terms and provisions of this Agreement shall embrace all present and future permanent, provisional and temporary positions, full-time and part-time, in all Departments of the County of Hunterdon, and all other positions wherein authorization has been given to the Union to act on behalf of employees in such positions.

The appropriate bargaining unit shall consist of all employees of the County of Hunterdon, including Supervisors, (as recognized past practice of the Union), in any position, whether such employees are of provisional, permanent, or temporary or CETA status; excepting employees of the Board of Elections, Board of Parks and Recreation Commissioners, Probation Officers-Probation Department, Jail employees, Sheriff's Officers-Law Enforcement, Sanitary Inspectors-Health Department, County Detectives-Prosecutor's Office, Department Heads, any appointed or elected officials, Assistant County Engineer, Assistant County Road Supervisor(s), or any employee the Parties agree is in a confidential position whose work is involved solely in the labor relations process.

Unless otherwise indicated, the terms employee or employees, when used in this Agreement, refer to all persons represented by the Union in the above defined negotiation unit.

The Parties recognize that a Clarification of Unit proceeding is presently pending before the Public Employment Relations Commission affecting certain supervisory position titles. The Parties agree that this Article shall be modified pursuant to the resolution of this matter by the Parties or by the Public Employment Relations Commission, or in the event of an appeal therefrom, by the Courts of this State.

## ARTICLE 2

### PAYROLL DEDUCTIONS

#### A. DUES CHECKOFF:

The Employer will deduct current uniform dues of employees who are members of the Union beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Sec/Treasurer of the Union by the fifteenth (15) of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made. Dues shall be sent to Washington, D.C. to the C.W.A. Sec/Treasurer.

The Union shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums as Union dues pursuant to this Article.

#### B. AUTOMOBILE INSURANCE COVERAGE:

In the event the Union arranges for auto insurance coverage, the County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Union shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless Agreement from the carrier providing such group automobile insurance coverage. The contract between the Insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Union.

#### C. C.W.A. SAVINGS AND TRUST FUND:

Effective July 1, 1982, the County shall implement a payroll deduction program for the C.W.A. Savings and Trust Fund. Implementation shall be as provided by law in the case of dues deduction and as specified in a separate agreement between the County and the Union. The Union shall hold the County harmless as in the case of dues deduction discussed above.

ARTICLE 3  
MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including, but not limited to, the rights of hiring, suspending, discharging in accordance with Civil Service Rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations, and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights, every employee shall be treated within the accepted standards of common decency, courtesy, and respect.

#### ARTICLE 4

#### UNION REPRESENTATIVES

The Union shall designate such members of the Union as it deems reasonably necessary as Union Representatives, who shall not be discriminated against due to their legitimate Union activity. A list of Union designated representatives shall be provided the Employer.

Any authorized representatives of the Communications Workers of America, so designated, shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of this Agreement.

The Department Head of the area to be visited shall be notified prior to such visit. Such visits shall not interfere with proper service to the Public.

## ARTICLE 5

### RIGHTS AND PRIVILEGES OF THE UNION

The Board of Chosen Freeholders agrees to make available to the Union all public information concerning the financial resources of the County, together with information which may be necessary for the Union to process any grievance or complaint.

The Union representatives shall be permitted to participate, during normal working hours, in negotiations, grievance proceedings, conferences, or meetings with the Employer with no loss in pay. This shall apply to any employee in connection with his or her grievance.

Representatives of Local 1035 C.W.A., or its affiliate so designated, shall be permitted to transact official Union business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service. In addition, representatives authorized by the local union shall be entitled to attend C.W.A. conferences. No more than twenty (20) days per year (aggregate total of individual days off) shall be allowed under this provision. Unused days shall not be accumulative and any unused days shall be cancelled at the end of the calendar year.

The Union may use facilities and equipment when not otherwise in use.

The Union may use bulletin boards and mailboxes.

Should the representative of the Union, or the Union itself, cause any malicious damage to any facility or equipment owned by the County, the Union hereby agrees to either repair such facility or equipment at its own cost, or to reimburse the County for the reasonable cost to repair said facility or equipment.

#### EMPLOYEE REPRESENTATIVES WHO ARE TO BE PRESENT AT NEGOTIATIONS:

1. No more than five (5) employees and an attorney shall appear and negotiate for Local 1035. One (1) of the five (5) employees, however, should be an employee who attends negotiations when matters under discussion involve a subject area with which said employee has special knowledge, or when the issue involves a department or group of employees with whom the designated employee is associated. If an employee of the Communications Department attends negotiations, the employee shall receive straight time pay for each hour spent in negotiations when the employee is not on duty, if the negotiations principally concern the Communications Department and take place during the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday. A Communications Operator may attend negotiations provided he gives 48 hours notice to his Department Head or his designee.



2. For obvious reasons, there shall be no limit as to the composition of an employee negotiating committee, if the negotiating sessions are conducted after working hours.

3. After the instant agreement is executed, and until such time as a successor contract is consummated, the number of employees who negotiate during working hours should consist of no more than one (1) employee representative from a department, except that the President of the employee Union may participate in negotiations together with another employee from his department.

## ARTICLE 6

### ADHERENCE TO DEPARTMENT OF PERSONNEL RULES

The Employer and the Union understand and agree that all Rules promulgated by the New Jersey Department of Personnel shall be binding upon both Parties.

## **ARTICLE 7**

### **RULES OF THE EMPLOYER**

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

## ARTICLE 8

### HOURS OF WORK

It is understood by the Parties that the hours of work in existence at the time of this Agreement for all departments shall remain in full force and effect until mutually changed. Either party reserves the right to request a change in working hours. This request will be subject to negotiations.

Those employees obligated to work in the field, or on the road traveling shall compute their hours of work on a portal-to-portal basis.

#### COUNTY EMPLOYEES WORKING 35 HOURS

Work Week: Monday through Friday  
8:30 a.m. - 4:30 p.m. 1 Hour Lunch

#### LIBRARY

Work Week A: (Employees hired prior to 2/26/72)

Monday through Friday

Shift 1A:	8:30 a.m. - 4:30 p.m.	1 Hour Lunch
Shift 1B:	9:00 a.m. - 5:00 p.m.	1 Hour Lunch
Shift 2:	1:30 p.m. - 9:00 p.m.	½ Hour Lunch

Work Week B: (Employees hired on or after 2/26/72, or earlier if voluntary)

Tuesday through Saturday

Saturday hours are 9:00 a.m. -- 5:00 p.m.

Same Hours & Shifts as above.

Employees hired after February 26, 1972 may work Tuesday through Saturday and shall be given preference for assignment to an appropriate position on the Monday through Friday work week based upon seniority. For the purposes of this Article, Seniority is defined as length of continued service with the County from date of hire.

The Library shall be open in the summer on Saturdays during the same hours that it is open at other times of the year. The Employer shall, if requested,

allow a maximum of one (1) professional Library employee and two (2) non-professional Library employees to have scheduled days off on a Saturday, such as vacation days, or personal days. These Saturday scheduled days off shall not be affected by sick leave or other similar leaves.

### COUNTY EMPLOYEES WORKING 40 HOURS

#### ROADS & BRIDGES

Work Week: Monday through Friday  
7:30 a.m. - 4:00 p.m.  $\frac{1}{2}$  Hour Lunch

#### BUILDING MAINTENANCE WORKERS

Work Week: Monday through Friday  
Shift 1: 6:30 a.m. - 3:00 p.m.  $\frac{1}{2}$  Hour Lunch  
Shift 2: 3:30 p.m. - 12:00 a.m.  $\frac{1}{2}$  Hour Lunch

Maintenance Repairers and Heating and Air Conditioning Mechanic shall work Monday through Friday starting at 8:00 a.m., and working until 4:30 p.m. with one-half ( $\frac{1}{2}$ ) hour for lunch.

### COMMUNICATIONS

#### HOURS OF WORK AND SCHEDULING:

Communications Operators and Senior Communications Operators shall work a Schedule of six (6) days within a nine (9) day period. There shall be no extra compensation provided to employees for working the sixth (6) day during a nine (9) day period. In the event an employee is required to work, and does work, more than eight (8) hours and fifteen (15) minutes in any work day, or more than six (6) days in a nine (9) day period, he shall receive overtime pay for each hour worked at the rate of time and one-half ( $1\frac{1}{2}$ ) his straight time hourly rate of pay. Communication Operators shall work on a shift basis as indicated below.

First Shift:	2245 Hours - 0700 Hours
Second Shift:	0645 Hours - 1500 Hours
Third Shift:	1445 Hours - 2300 Hours

Senior Communications Operators may be assigned to any of the following shifts:

0745 Hours - 1600 Hours
1545 Hours - 2400 Hours
2345 Hours - 0800 Hours

The question of holiday pay will be handled as follows:

The 2245 - 0700 Hour shift will be paid the eight (8) hours holiday pay for any holiday worked in which the operator has worked seven (7) hours on the holiday date. The 2245 - 0700 Hour shift in which the operator works only one (1) hour on the holiday date will not be considered as holiday pay.

It is understood and agreed that employees may switch hours or shifts provided no employee works in excess of twelve (12) consecutive hours as a result of the aforementioned switch. It is the intent of the Parties that the exchange of hours or shifts between two (2) employees will be on a voluntary basis, and will incur no additional cost to the County. Hours or shifts exchanged shall strictly be a matter between the two (2) employees provided, however, a notice of exchange and substitution of employees be given to the Department Head, or his designee, no less than twenty-four (24) hours in advance. In the event no such notice is given, the employee who has been assigned the hours or shifts will be required to work. When the twenty-four (24) hour notice is given, the employee accepting the change shall be required to work.

Lunch and coffee breaks are only to be taken, (on premises), when work load permits during a shift. A Communications Operator shall be allowed to leave the board for breaks when a Senior Communications Operator covers. Unused break time shall not be credited or accumulated in any way by the employee.

The hours of work for the Supervising Communications Operator shall be five (5) eight (8) hour week days. Start and quit times to be designated by the Department Head. Overtime and Holiday compensation shall be paid as provided in Article 11 of the Agreement.

In the event of an emergency, scheduled event, or illness requiring the assignment of additional personnel for certain hours, the following pertinent procedures shall be followed:

1. EMERGENCIES:

An on-call, full-time employee shall be called in first.

2. ILLNESS:

On-call personnel shall be solicited first. Should they not wish to accept the overtime, then off duty full-time employees will be solicited. If none are available, part-time employees may be solicited. If none are available, it will then constitute an emergency, and on-call personnel will be assigned.

All solicitations and/or assignments to be done in the order of persons with the least amount of worked overtime being called or assigned first.

If a Communications Operator assigned to work the 0645 - 1500 Hour shift calls in sick, one (1) of the 2245 - 0700 Hour shift Communications Operators will automatically hold over for the first four (4) hours, (0700 - 1100), of the 0645 - 1500 Hour shift. This may be done either by one (1) volunteering to hold over; or, in the case where neither one particularly wants to remain the one (1) with the least amount of overtime as of that date will be the one (1) responsible to remain. This includes part-time Communications Operator(s) unless doing so would interfere with their full time jobs on that day. In all instances a part-time Communications Operator(s) must be approved in advance by a supervisor as to having sufficient work experience to work with the other part-time Communications Operators on a shift(s). In the event that a full time Communications Operator and a part-time Communications Operator volunteer to remain then the full time operator shall remain on duty.

The second four (4) hours of that shift, (1100 - 1500), as well as all other times, will be covered by using the standard existing method after 0800 Hours.

On the remaining days of the same illness, a part-time employee may be called in.

### 3. SCHEDULED EVENTS:

A part-time employee may be called in.

#### TELEPHONE OPERATORS

Telephone operators may leave their position during breaks when relieved.

#### ENGINEER'S DEPARTMENT

Work week: 40 hours

The possible hours of work are as outlined below. The actual hours are to be set at County's discretion.

Monday through Friday

8:00 A.M. - 5:00 P.M.	-	1 hour lunch
8:30 A.M. - 5:00 P.M.	-	1/2 hour lunch
8:00 A.M. - 4:30 P.M.	-	1/2 hour lunch

The County may set uniform times for the entire Department or permit individual employees to work on different schedules, whichever works out best for the efficiency of the Department.

**CONVERSION OF OTHER DEPARTMENTS TO FORTY (40) HOUR WEEK.**

The C.W.A. agrees to consider requests by the County for the conversion of other departments to a forty (40) hour week on a case by case basis, and to negotiate over those conversions in good faith during the life of the contract.



## **ARTICLE 9**

### **BREAKS**

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work, (morning and afternoon, and equivalent periods for shift work). Unused break time shall not be credited or accumulated in any way by the employee.

No break shall be taken at another employee's desk who is not on break or in other departments of employees not on break at the time, without the specific permission of the affected Department Heads.

## ARTICLE 10

### WAGES

Wages shall be paid as hereinafter set forth, provided that part-time employees employed on a regularly scheduled basis shall be paid a salary according to their title pro-rata.

#### A. PAY FOR 1988:

Effective as of January 1, 1988, each employee shall be paid in accordance with either Schedule A-2, B-2, C-2, D-2, or E-2, as appropriate. Employees shall be placed at their same step as of December 31, 1987, except that promotions and range changes are governed by Article 22.

On July 1, 1988, each employee (other than employees hired in 1988 and employees who are already at maximum on the salary guide), shall receive an increment. Employees hired in 1988 shall remain at Base. Employees who are at maximum and who also have fifteen (15) or more years of continuous service with the County shall receive a payment in the first pay check after July 1, 1988, of Two Hundred and Fifty Dollars (\$250.00) which will be classified in such a manner as to be qualified to be considered salary under the pension system.

#### B. ALL EMPLOYEES FOR THE YEAR 1989:

Effective as of January 1, 1989, each employee shall be paid in accordance with Schedules A-3, B-3, C-3, D-3 or E-3, as appropriate. Employees shall be placed at their same step as of December 31, 1988, except that promotions and range changes are governed by Article 22.

On July 1, 1989, each employee (other than employees hired in 1989 and employees who are already at maximum on the salary guide), shall receive an increment. Employees hired in 1989 shall remain at Base. Employees who are at maximum and who also have fifteen (15) or more years of continuous service with the County shall receive a payment in the first pay check after July 1, 1989, of Two Hundred and Fifty Dollars (\$250.00) which will be classified in such a manner as to be qualified to be considered salary under the pension system.

#### C. COMMUNICATIONS OPERATORS:

As a material part of the Agreement of the Parties with regard to compensation for the positions of Communications Operator, Senior Communications Operator, and Supervising Communications Operator, it is agreed by the County and by the Union, on

behalf of the employees covered under this Agreement, that employees shall not have outside employment which would prevent them from reporting to work at the scheduled time. Outside employment will be permitted, however, which does not interfere with the obligations of employees as set forth in Article 11-A-2 of this agreement.

D. PAY DAYS:

Beginning in 1988, the County will implement the bi-weekly payroll on the calendar year system. Under this system, each employee will receive twenty-five (25) equal pay checks every two weeks. In addition, each employee will receive two other pay checks, one at the beginning of the year and one at the end of the year, to cover wages due for the portions of the first and last weeks of the year. The system will insure that each employee receives their entire annual salary at year's end.

E. COURT ATTENDANTS:

Per diem Court Attendants hired during the term of this Agreement shall be paid as provided by N.J.S.A. 2A:11-47.

F. SCHEDULES:

Inserted for purposes of finding appropriate pay classifications and comparing where salary or wage increases, as governed by Paragraph A and B above, place employees in regards to other employees in the same or another pay classification:

- A-1 35 Hour Employees Job Titles and Ranges
- A-2 35 Hour Employees Salaries effective 1/1/88
- A-3 35 Hour Employees 1989 Salaries
- B-1 Roads & Bridges Employees Job Titles and Ranges
- B-2 Roads & Bridges Employees Salaries effective 1/1/88
- B-3 Roads & Bridges Employees 1989 Salaries
- C-1 Buildings and Maintenance Employees Job Titles and Ranges
- C-2 Buildings and Maintenance Employees Salaries effective 1/1/88
- C-3 Buildings and Maintenance 1989 Salaries
- D-1 Communications Operators Job Titles and Ranges
- D-2 Communications Operators Salaries effective 1/1/88
- D-3 Communications Operators 1989 Salaries
- E-1 40 Hour Employees Job Titles and Ranges
- E-2 40 Hour Employee Salaries effective 1/1/88
- E-3 40 Hour Employee 1989 Salaries

Employees shall be assigned to a range according to job title as indicated in the above schedules. Employees shall be paid only as provided by Paragraphs A and B above as applicable, and shall have promotional increases or reclassification salary adjustments determined pursuant to Article 22.

## ARTICLE 11

### OVERTIME

#### A. OVERTIME RATES:

1. OVERTIME RATES FOR ALL EMPLOYEES OTHER THAN ROADS & BRIDGES, AND COMMUNICATIONS OPERATORS - Any employee required to work beyond the regular workday, seven (7) or eight (8) hour workday, depending on the Department shall be paid overtime at the rate of time and one-half (1½).

Employees required to work on the sixth (6) day of a workweek shall be paid at the rate of time and one-half (1½) for hours worked within a regular workday, and double (2) time for any additional hours worked.

Employees required to work on the seventh (7) day of a workweek shall be paid at the rate of double (2) time for hours worked within a regular workday, and double time and one-half (2½) for any additional hours worked.

Where an employee is authorized to work overtime and this assignment shall require the employee to work on either the sixth (6) or seventh (7) day of his workweek at his option, then the employee shall be paid at the rates specified above for the sixth (6) day even though he may choose to work on the seventh (7) day of his workweek.

Employees scheduled to work on a holiday shall be paid their regular days pay for the holiday, plus an additional rate of time and one-half (1½) for all hours worked in a normally scheduled workday. Should an employee be required to work beyond a normal workday on a holiday, he shall be paid the regular rate for the day, plus an additional double (2) time for any hours in addition to the regularly scheduled workday.

#### 2. COMMUNICATIONS OPERATORS:

a. ON-CALL - Employees are required to be on-call for a four (4) hour period preceding the scheduled start of the shift, and for a four (4) hour period following the scheduled end of that shift. In the event an employee is called in to duty, he will receive overtime pay at the rate of one and one-half (1½) times his straight time hourly rate of pay for each hour worked before and/or after his normal shift for that day, except as covered in Section B.

To facilitate an employee being on-call, the County shall provide, at its own cost, "Pagers" for each employee to have with him during on-call periods. An employee is required to respond to a page within fifteen (15) minutes. The employee

may respond either in person or by telephone. After an employee is notified to report to work, he must do so within one (1) hour.

b. **HOLIDAY PAY (CALENDAR DATE)** - If an employee is authorized to work and does work on a holiday, he shall receive one and one-half (1½) times his straight time hourly rate of pay for each hour worked on that holiday. This holiday premium rate shall be paid to the employee in addition to his regular pay for the holiday (which pay the employee received whether he works or not, since pay for the day is included in his annual salary.) In the event a holiday falls on an employee's regularly scheduled day off and he is not required to work thereon, the employee shall receive an extra day's pay for this day at his straight time hourly rate. In the event the employee, though initially scheduled off on a day which is also a holiday, is subsequently required to work thereon, he shall receive, in addition to the one day's extra pay, time and one-half (1½) his straight time hourly rate of pay for each hour worked on that day. If an employee who is scheduled to work on a holiday is unable to do so due to a bona fide illness, he shall be charged a sick day and receive only his regular pay for that day.

Should an employee be required to work beyond a scheduled shift on a holiday, he shall be paid the regular rate for the day plus an additional double time for any hours beyond his regularly scheduled shift.

3. **ROADS AND BRIDGES DEPARTMENT** - The overtime rates of all overtime worked shall be one and eight tenths (1.8) times the employees hourly wage. This shall apply to all employees of the Roads & Bridges Department covered by this Agreement, except clerical employees, who will be paid pursuant to paragraph A-1 above.

**B. MINIMUM GUARANTEE:**

In addition, any employee required to work overtime shall receive a minimum of two (2) hours pay at the appropriate rate if the time worked is less than two (2) hours, with two exceptions: Exception 1: an employee required to remain working and continue beyond his regularly scheduled shift. Exception 2: an employee who receives at least forty-eight (48) hours advance notice of an overtime assignment involving an early call-in, which requires the employee to work through and into his/her regular shift. Employees who are covered by either Exception No. 1 or Exception No. 2, shall be paid at the overtime rate for the actual hours worked only.

**C. METHOD OF COMPENSATION: (Except Communications Operators)**

1. All employees shall be compensated for overtime worked:

a. In certain situations wherein overtime is required, but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the above rates.

b. Employees may elect to be paid in compensatory time at the above rates for overtime worked. Such compensation may be accrued up to a maximum of 35/40 hours (one work week), which may be carried on the books at all times. All hours in excess of the above must be used within thirty (30) calendar days.

2. The 35/40 hours accrued for use at a later date may be taken in block form or on a day-to-day basis, and shall be scheduled in advance in the same manner as Vacation. If work loads do not permit the use of compensatory time when requested, the employee may elect to accept payment or to continue to carry the time on the books.

3. Should an employees service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

**D. PAYMENT OF OVERTIME:**

Overtime payment shall be made to an employee by the 15th of the month following the month in which the overtime was earned.

**E. EQUALIZATION:**

1. It is the intention of the Parties that overtime be distributed among the employees of a Department, or work group within a Department, on an equal basis.

**2. Roads and Bridges Department Formula (Snow Removal):**

**GROUP A -**

**Major Storms:**

Road crews maintain roads in their district, have responsibility for this, and are first called. Overtime to be equalized among crew(s).

**Isolated Call-outs or Trouble Spots:**

Road problems will arise sporadically which will need attention, but will not necessitate calling out all road crews simultaneously. The County will call out one or more crews to deal with the problems. The crews may travel outside of their own district to deal with the conditions. On these occasions, when there are not major problems in the district, a traveling crew can be assigned to handle problems in an outside district, provided that crew does not work continuously in the district for more than one-half (1/2) hour, not including traveling

time. After leaving a district, the traveling crew may return to the district to attend to additional trouble spots for up to one-half (1/2) hour of work, not including travel time. The County will rotate the call-in for such sporadic overtime between all Group A crews to insure, as best as possible, that this type of overtime is equalized between the various crews, taking into consideration the fact that it is impossible to make each person's overtime exactly equal to that of each other employee.

GROUP B - Equipment Operators run loaders, graders, special heavy duty plow. Overtime to be equalized among operators for these jobs.

GROUP C - Extras to be used as back-up for Road Crews. Possibly may be divided into two (2) sub-groups, (one (1) used as drivers, one (1) used as laborers, etc.). Overtime to be equalized among all men in this Group. Any man from this Group may be used to form sub-districts as agreed upon.

The Employer will assign two (2) men to a truck for salting, cindering, and snow plowing.

Contractors may be used when County vehicles and personnel are all being utilized in snow plowing operations, and there is a need for additional vehicles and personnel to remove snow from County Roads. Contractors may also be utilized, if needed, because a County-owned vehicle is disabled. The County will make every effort to have contractors utilize County Personnel. The Union will make every effort to provide personnel for snow clearance operations.

All employees will be paid for all overtime worked at 1.8x the employee's usual hourly rate, except when an employee shall be engaged in performing duties of a higher classification, he shall be paid at the rate of the job performed.

F. COURT APPEARANCES:

If an employee is required to appear in Court on County business during his working hours, he shall be excused with pay. If an employee is required to appear at other than his normal working hours, he shall be compensated at this normal overtime rate plus mileage portal-to-portal.



## ARTICLE 12

### HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement, (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day.) Effective 1981, Easter Sunday shall be an additional holiday for all Communication Operator titles.

The day after Thanksgiving shall be a paid day off for all employees. Employees who are required to work, by the Employer, on such paid day off, due to emergencies, or as dictated by past practice, shall receive compensatory time for their normal workday. Employees required to work beyond their normal workday shall be compensated at their normal overtime rate as provided in Article 11.

In addition to the aforesaid thirteen (13) legal holidays, also to be observed are any other legal holidays declared by the legally constituted authorities of the State or Nation.

Also, any day proclaimed by the Governor as a day off for State employees, or by the President as a day off for Federal employees may be observed by the County as determined by the Board of Chosen Freeholders in their sole discretion. In the event the Board of Chosen Freeholders grants such a day off, or grants in its own discretion a day off for County employees, then County employees will be paid therefor as if they had worked on said day. Employees who are required to work on said day, though it has been declared by the Freeholders as a day off, will receive compensatory time for their normal workday, and their normal overtime rate for all hours worked beyond their normal workday.

When a holiday, as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday. This paragraph does not apply to Communication Operator employees.

By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.

When holidays permit a three (3) day weekend, employees of those departments who are required to work on any of the three (3) days, shall be paid at the rate of holiday pay as set forth in Article 11, except Communications Operators. For Communications Operators, see Article 11-A-2-(b).

## ARTICLE 13

### VACATIONS

All employees shall be granted vacation leave based upon the following from date of hire:

<u>Years of Service</u>	<u>Annual Leave</u>
1st year	1 day/month to end of calendar year in which hired
1 through 7 years	12 days per year
8 through 10 years	16 days per year
11 through 15 years	21 days per year
16 through 20 years	26 days per year
21 years and over	26 days per year, plus 1 additional day for each year over 20 years

Employees shall submit requests for vacation time no later than May 15th of the year with first and second choices. For only those employees who submit requests by May 15th, vacations shall be scheduled on the basis of seniority. The request of a senior employee for vacation submitted after May 15th, shall not be given preference over the request of a less senior employee submitted by May 15th. Only simultaneous requests for vacation leave submitted after May 15th shall be decided on the basis of seniority.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

After an individual has been employed for a full six (6) months, the employee shall be given credit for all due vacation leave, and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months (or major portion thereof), completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay. Employees of less than six (6) months shall earn and be entitled to use one day's vacation upon completion of each month of service.

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. The carryover must be used in the succeeding year or such vacation is forfeited.

**HOLIDAY, SICK OR BEREAVEMENT DURING VACATION:**

If an employee is on vacation, and becomes ill during that time; not allowing him to continue his vacation, and can provide a doctors proof of such illness, or should a death in the family occur in accordance with the provisions of the bereavement leave paragraph contained in this contract; then that time may be changed to sick and/or bereavement leave, as applicable, and his vacation leave shall be reinstated. If a holiday occurs during a vacation, it shall not be counted as a day of vacation.

ARTICLE 14  
LEAVES OF ABSENCE

A. SICK LEAVE

Sick Leave shall accumulate at the rate of one and one-fourth (1-1/4) days per month in the first year of service, commencing in the first month, or major portion thereof, from date of hire. After an employee has been employed for six (6) months, it is assumed that the employee shall remain in the service of the County for the remainder of the calendar year and the total number of sick days, pro-rata, shall be credited to the employee. Employees of less than six (6) months shall be credited for one and one-quarter days at the beginning of each month of service. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay. If an employee of less than six (6) months utilizes more than seven and one-half (7-1/2) sick days and remains employed beyond six (6) months, the employee may recouperate any lost pay by utilizing sick days which are credited to him as the employee begins his seventh month.

Sick leave shall accumulate year-to-year, with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year. If holiday occurs during paid Sick Leave, it shall not be counted as paid Sick Leave. (excludes Communications Operators)

Attendance Incentive Bonus:

If any employee uses seven (7) or less days sick leave in any given year, the employee will receive Fifteen Dollars (\$15.00) for each unused sick day out of his/her regular annual allotment of fifteen (15).

Payment Schedule:

<u>Employee Use</u>	<u>Payment</u>
0 days	\$ 225
1 day	210
2 days	195
3 days	180
4 days	165
5 days	150
6 days	135
7 days	120
8 days or more	no payment

Employees will still retain all unused sick days.

#### B. MATERNITY LEAVE

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay, and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date, provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

#### C. BEREAVEMENT LEAVE

All employees shall receive five (5) consecutive working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent (of employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law, and any other member of the immediate household. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.

#### D. PERSONAL LEAVE

After being employed for a six (6) full months, an employee shall receive four (4) days leave for personal business, non-accumulative, unless prevented by the Employer due to exigencies of the work from taking them, in which case they are to be carried over into the next calendar year. After six (6) months of employment, each employee shall be given credit for each calendar year for all personal leave, and shall be entitled to use credited leave when requested. Should an employee's service begin after the first, or terminate before the end of the year, then personal leave shall be calculated based on the number of quarters (or major portion thereof), completed. Unused earned personal leave shall be reimbursed to the employee in the final pay. Used unearned personal leave shall be deducted from the final pay.

#### E. OTHER LEAVES

All other proper and authorized leaves as provided in the Rules of the Department of Personnel shall be recognized, and constitute a part of this Agreement.

## ARTICLE 15

### JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the County for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

## ARTICLE 16

### BENEFITS (MEDICAL AND OTHER)

All benefits currently enjoyed by employees shall remain in effect and become part of this Agreement, including all rights and privileges under the PERS, and as provided by Department of Personnel authority, or as dictated by past practices of the County. A past practice is a practice which has occurred previously and continues to occur regularly during the term of the Agreement. Those practices, which are management's prerogative, may be changed at any time by the County, without negotiation with the Union. Those practices which are working conditions may not be changed by the County without negotiations first with the Union. Past practices can be established and recognized on a department wide basis only.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J, and Major Medical as currently provided through the State Health Benefits Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee and spouse over age sixty-five (65) years.

In addition, effective January 1, 1981, the Employer agrees to provide, on a contributory basis from the Employer and the Employee, New Jersey Temporary Disability Insurance.

Each employee shall receive for on the job injuries, a leave of absence with full pay, for up to twenty-six (26) weeks, with no loss in sick leave credit, or any other leave time. Any monies received by employees from Workmen's Compensation during the leave of absence, which is for regular maintenance, shall be reimbursed to the County.

The employer further agrees to provide health insurance as a supplement to Medicare for retired County employees as provided by law (See N.J.S.A. 40A:10-23).

Each employee eligible to participate in the State Health Benefits Program shall be reimbursed for actual expenses incurred by the employee or their dependents as defined by the State Health Benefits Program, for vision care, prescription drugs, dental care, and discretionary physical or optical examinations (not otherwise covered by insurance because they are discretionary), up to and including a maximum amount of Two Hundred Dollars (\$200.00) per year in 1988, and Two Hundred Twenty-Five Dollars (\$225.00) per year in 1989. The County shall reimburse the employee upon presentation of a receipt showing the following:

1. The name of the employee or dependent as defined by the State Health Benefit Program, for whom the vision care, prescription drug, dental care cost, or discretionary examination was incurred.

2. In the case of a prescription, the prescription number.
3. The amount which the employee spent and the date the cost was incurred.
4. The name of:
  - (a) The eye doctor who was consulted or the vision care service who filled the optical prescription.
  - (b) The name of the pharmacy from whom the prescription drug was purchased.
  - (c) The name of the dentist who was consulted.
  - (d) The name of the doctor who was consulted.
5. Receipts from the provider must be submitted by November 1 of each year for payment by December 15. Receipts submitted after November 1 shall be processed and paid no later than March 31 of the succeeding year. In the case where an employee has reached reimbursable expenses of Two Hundred Dollars (\$200.00) (Two Hundred Twenty-Five Dollars (\$225.00) in 1989) before November 1, the employee may submit a bill for payment and shall receive the reimbursement within six weeks. No receipts for a given year shall be submitted later than January 15 of the subsequent year. Receipts submitted after January 15 shall not be honored.

The Employer also agrees to grant to all employees covered under this Agreement any other medical, dental, vision, or prescription plans granted to any other County employee groups during the term of this Agreement, (on the same terms and conditions to such other employee groups).

#### TRAINING - COMMUNICATIONS OPERATORS:

It is understood and agreed by the Parties that the employees covered by this Agreement are required to take, or to give, certain training. Training shall be arranged by the County at no expense to the employee for tuition and books. Training may be given to the employee during his normal work hours, or on his day off, in which case the employee who is required to attend such training on his day off shall be paid at the rate of straight time for each hour of training received on that day. In the event an employee volunteers for training on his day off, he shall receive no compensation for any hours of training received on that day. Authorization and/or requests shall be in writing.



ARTICLE 17  
EMPLOYEE EXPENSES

Employees required to use personal vehicles in the pursuit of proper and necessary County business shall be reimbursed at the rate of twenty cents (\$.20) per mile.

All such personal car mileage shall be submitted on the proper forms, to be provided, and such mileage shall be computed on a portal-to-portal basis.

When any class of employment requires the use of specialized equipment, such as uniforms, rain gear, and safety equipment, these shall be provided, and maintained, by the Employer at no expense to the employees. Painters and heating and air conditioning mechanics shall receive appropriate protective work clothing.

It is recognized that employees in the position of Mechanical Repairer, (excluding Helper), at any grade, Maintenance Repairer (Painter/Carpenter) and Heating and Air Conditioning Mechanics, provide their own tools for use on County jobs; and that such use of personal tools, to which only the individual owner has access, is a normal aspect of the trade, and that such employees shall receive an additional compensation of two dollars (\$2.00) per week for such use of their tools to be paid semi-annually. Any employee in the title of Mechanical Repairer - Helper, required to provide the use of his own tools, will also receive the tool allowance.

All other necessary expenses borne by employees in the course of work, which have been, by past practice, subject to reimbursement to the employees, shall remain in effect for the duration of this Agreement.

An employee, except Communications Operators, working authorized overtime to a meal period (defined as 6:00 A.M., 12:00 Noon, 6:00 P.M., 12:00 Midnight), shall be provided a meal by the County up to Five Dollars (\$5.00) in value. Should the County be unable to provide such meal, the employee shall be paid at the rate of Five Dollars (\$5.00) for such meal. If the employee works less than the minimum overtime (two (2) hours), the meal rate, if applicable, shall be Two Dollars and Fifty Cents (\$2.50).

COMMUNICATIONS OPERATORS:

All Communications Operators working a scheduled eight (8) hour shift plus four (4) or more hours authorized overtime, and for each subsequent continuous four (4) hour period of work, shall be provided a meal by the County up to Five Dollars (\$5.00) in value. When a Communications Operator is held over on duty for three (3),

but less than four (4) hours, he shall be entitled to a meal allowance of three-fourths ( $\frac{3}{4}$ ) of the regular meal allowance in lieu of providing a meal as discussed herein. Communications Operators who voluntarily agree to work one (1) or more eight (8) hour shifts beyond six (6) days in the standard nine (9) day work week shall not be entitled to a meal, provided one (1) or more hours notice to the employee was given prior to the start of the shift. If less than one (1) hour notice was given, then the Communications Operator(s) shall be provided a meal by the County up to Five Dollars (\$5.00) in value. Meals for work beyond this eight (8) hour shift, shall be calculated in accordance with the eight (8) hour plus four (4) hour method previously described in this paragraph. Should the County be unable to provide any such meal, the employee shall be paid at the rate of Five Dollars (\$5.00) for such meal.

## ARTICLE 18

### EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work.

Representatives of the County and the Union will survey facilities and discuss the needs for an employee lounge and sickroom. When space is located, such lounge and sickroom will be established.

The parking lot at the rear of the Administration Building on Main Street will be patrolled from 8:00 a.m. to 1:00 p.m. by a uniformed patrolman. All employees authorized to park will display official identification. The patrolled parking areas shall be reserved for employees with no reserved parking spaces for individuals except three (3) parking spaces reserved for judges in the Court House, two (2) parking spaces for the handicapped, four (4) parking spaces reserved for the Sheriff's Department, and five (5) parking spaces reserved for Department Heads.

The Union and the Employer shall mutually determine which employees shall be issued permits according to the following: all employees working full time in offices bordering upon the County Parking lot, and part time employees working in the same offices who work a minimum of four days per week. Parking for these employees will be on a first come first served basis. No other permits will be issued to any other persons either as a courtesy or for any other reason.

## ARTICLE 19

### SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Union reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work area or equipment. Such requests will only be made where the Union feels that the employee is subject to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees, and one (1) alternate, designated by the Union; and three (3) members, and one (1) alternate, designated by the Employer. This Committee, consisting of three (3) members from each side, shall meet bi-monthly, with special meetings to be called by either Party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules, and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

## ARTICLE 20

### UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work, and subsequently should the County decide to close County Offices for whatever reason, such employee who reports to work shall be credited for the day's work. Should the County, for whatever reason, close County Offices before the start of the workday, or during the regularly scheduled workday, all employees will be credited with a day's work.

## ARTICLE 21

### JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all departments, advance notice for seven (7) working days of any position to be filled.

Prior to posting such notice, the Employer shall submit to the Union the proposed Title and Salary for the position to be filled.

When the Employer establishes a new job, for which there is no rate of compensation provided in the Schedules attached, the Employer and the Union shall reach agreement on an appropriate rate of compensation for the Title, in relation to existing positions, prior to promulgation of the advance notice. The Employer agrees that no appointment shall be made to any such position prior to an agreement of the Parties on the above.

## ARTICLE 22

### PROMOTIONS AND TITLE CHANGES

#### A. REVIEW BOARD:

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Department of Personnel examinations, and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County, and no more than three (3) members appointed by the Union, in equal numbers, with a Chairman acceptable to both Parties.

The recommendations of this Board shall be advisory.

#### B. PROMOTIONS:

Upon being promoted, an employee shall retain the same step on the salary schedule in the range to which he is promoted, if the new range is two (2) or less ranges higher. If the range to which he is promoted is more than two (2) ranges higher than his previous range, he shall lose one (1) step for every two (2) ranges his new range exceeds his old range beyond the initial two (2) ranges mentioned above.

A change in the range assigned to an employees position caused by a reclassification by the Merit System Board shall not be considered a promotion under the preceding paragraph.

#### C. RECLASSIFICATIONS:

When a range change is the result of a reclassification, the employee will be placed in the new range at the minimum; provided, however, if said minimum is less than ten per cent (10%) above his previous annual salary, he will be placed at the next higher step that will result in a ten per cent (10%) increase in annual compensation over his previous annual salary.

#### D. OUT OF SERIES POSITION IN ANOTHER DEPARTMENT:

Employees who apply for and receive an out of series position in another department, which position is in a higher range on the salary guide, shall be placed on the appropriate range on the salary guide at base, or such higher step necessary to insure no decrease in pay.

## ARTICLE 23

### TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position, (position required for a period of not more than four (4) months, or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

These employees shall be paid at the rate of the title, and duties shall be scheduled within the regular workday. Overtime shall be provided in accordance with Article 11 of this Agreement.

The provisions of Article 21 shall apply to Temporary positions.



## ARTICLE 24

### DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, or Union activity.

If justification for such discharge cannot be agreed upon by the Employer and the Union the matter shall be arbitrated in accordance with the arbitration provisions of this Agreement, or the employee may pursue all legal remedies afforded by the provisions of the Civil Service Act.

In any case of disciplinary action, including discharge, the Employer will notify the Union of the action taken no later than the next workday.

## ARTICLE 25

### PERSONNEL FILES

Employees shall have the right to inspect, and review their own individual personnel files upon request to the County. The employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain, or object, in writing, to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

For the purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the Personnel Department or the Appointing Authority.

Copies of all material presently in an employee's personnel file shall be provided to the employee, upon request, one (1) time only. Thereafter, copies of all materials added to the employee's file shall be provided to the employee at the time of insertion.

ARTICLE 26  
ECONOMY LAYOFFS

Layoffs shall be accomplished according to the rules and regulations of the New Jersey Department of Personnel.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Merit System Board, in accordance with the Merit System Board, notwithstanding the language of Paragraph (b) under Step 1 of Article 27, "Grievance Procedure," providing an option to employees to take grievances either to the Merit System Board or to arbitration.

## ARTICLE 27

### GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the Parties, including the application, meaning, or interpretation of this Agreement shall follow this procedure:

#### STEP 1:

(a) The Union Representative shall present the grievance, or dispute, in writing, to the employee's immediate Supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The immediate Supervisor shall adjust the matter and respond, in writing, within three (3) working days. Failure to present the grievance within the time provided shall constitute an abandonment of the grievance and bar its filing thereafter.

(b) If the matter remains unsettled after Step 1, the employee may pursue the matter, at his or her option, either in the remainder of this procedure, or take the matter before the Merit System Board, in accordance with the Department of Personnel procedures. In the event the employee elects to pursue Department of Personnel remedies, then the employee shall be forever precluded from advancing the grievance through the remainder of the grievance procedure.

#### STEP 2:

If the grievance, or dispute has not satisfactorily been settled in Step 1, the Union shall present it in writing to the Department Head, within five (5) working days after receiving the response from Step 1, or within five (5) working days after the response was due. The Department Head shall have five (5) working days to adjust the matter, and respond, in writing.

#### STEP 3:

If the grievance, or dispute, has not been satisfactorily adjusted in Step 2, the Union shall present it to the Board of Chosen Freeholders or their designated representative, within five (5) working days after receiving the response from Step 2, or within five (5) working days after the response was due. The Board shall settle the matter, and respond in writing, within five (5) working days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Union has been notified in writing of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time, and date of the hearing.

STEP 4:

If no settlement of the grievance, or dispute has been reached between the Parties in Step 3, either one (1) or both may move the grievance, or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

ARBITRATION:

Any Party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission, and the other Party, that they are moving a grievance to arbitration, and request that a list of arbitrators be furnished to the Employer, and the Union. The arbitrator shall be chosen in accordance with procedures set forth by the Public Employment Relations Commission.

The arbitrator shall hear the matter on the evidence, and within the meaning of this Agreement, such rules and regulations as may be in effect by the Department of Personnel of the State of New Jersey, which might be pertinent, and render his award in writing, which shall be final, and binding.

The cost of the arbitrator's fee shall be borne equally by the Parties.

EXTENSIONS AND MODIFICATIONS:

Time extensions may be mutually agreed to by the County, and the Union, by a proper instrument in writing.

GROUP OR POLICY GRIEVANCE:

A group or policy grievance, or dispute shall be presented, in writing, by the Union, at the lowest step at which a settlement may be obtained.

## ARTICLE 28

### COPIES OF MINUTES

Copies of the minutes of the Public Meetings including Executive Sessions of the Board of Chosen Freeholders and any other Boards or Commissions of the County which have employees covered under this Agreement shall be provided to the Union at no charge no later than five (5) days after said minutes have been made available to the Public.

## ARTICLE 29

### EMPLOYEE ASSISTANCE

If the County proposes to discipline or terminate an employee and an investigation reveals that the employee has an emotional, personal, or health problem which is the cause of the employee's job performance, the County will cooperate and use reasonable efforts to assist the employee with professional help.

The County will distribute to each new employee, a copy of the contract and a statement that the C.W.A. is the recognized employee representative and a statement giving the name, address and telephone number of a person who can be contacted if an employee wants further information.

ARTICLE 30  
GENERAL PROVISIONS

SECTION 1:

This Agreement constitutes the complete and final understanding of the Parties during the term thereof.

SECTION 2:

All terms of masculine gender shall be construed to include the feminine gender, and all terms stated in the singular shall be construed to include the plural, unless a different intention is clearly understood from the context in which such terms are used.



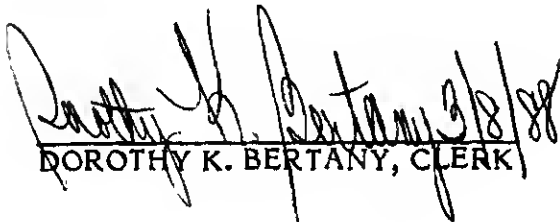
ARTICLE 30

DURATION OF AGREEMENT


The terms and provisions of this agreement shall be in force commencing January 1, 1988, and shall remain in effect and full force through December 31, 1989. The Parties agree to begin negotiating for a successor Agreement no later than September 15, 1989.

IN WITNESS WHEREOF, the Parties have hereto affixed their signatures on this day of March, 1988.

ATTEST:

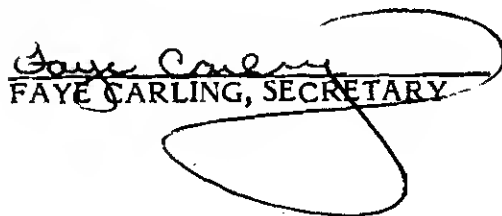
  
DOROTHY K. BERTANY, CLERK

BOARD OF CHOSEN  
FREEHOLDERS, HUNTERDON  
COUNTY

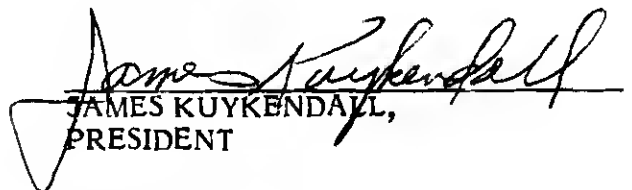


George B. Melick  
Deputy Director

ATTEST:

  
FAYE CARLING, SECRETARY

C.W.A. LOCAL 1035

  
JAMES KUYKENDALL,  
PRESIDENT

COMMUNICATIONS WORKERS  
OF AMERICA

  
ALAN KAUFMAN,  
REPRESENTATIVE

Schedule A - 1  
35 hours  
JOB TITLES AND RANGES

RANGE 1

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RANGE 2

TELEPHONE OPERATOR  
ADDRESSOGRAPH MACHINE OPERATOR  
BOOKKEEPING MACHINE OPERATOR  
CLERK  
CLERK TYPIST  
DATA ENTRY MACHINE OPERATOR

OFFSET MACHINE OPERATOR  
DOCKET CLERK (TYPING)  
DOCKET CLERK  
LIBRARY PAGE  
MAIL CLERK  
RECEPTIONIST

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RANGE 3

ACCOUNT CLERK  
ACCOUNT CLERK (TYPING)  
CLERK STENOGRAPHER  
CLERK TRANSCRIBER  
INDEX CLERK (TYPING)  
JUNIOR LIBRARY ASSISTANT  
JUNIOR LIBRARY ASSISTANT (TYPING)  
TRAINEE - WEIGHTS AND MEASURES  
PAYROLL CLERK  
COURT CLERK

SECRETARY-DIRECTOR FREEHOLDER  
SENIOR CLERK  
SENIOR CLERK TYPIST  
SENIOR DOCKET CLERK (TYPING)  
SENIOR DATA ENTRY MACHINE  
OPERATOR  
  
SENIOR BOOKKEEPING MACHINE  
OPERATOR  
WORD PROCESSING OPERATOR

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RANGE 4

MICROFILM MACHINE OPERATOR  
MESSENGER

SENIOR OFFSET MACHINE OPERATOR  
PROBATE ASSISTANT

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RANGE 5

ADVERTISING & SALES CLERK  
PRINCIPAL CLERK  
PRINCIPAL CLERK TYPIST  
SERGEANT AT ARMS  
CLERK DRIVER - LIBRARY  
SENIOR LIBRARY ASSISTANT (TYPING)  
SENIOR PAYROLL CLERK  
ACCOUNT CLERK (FORMER CLERK/  
BOOKKEEPER - DOUBLE ENTRY)  
PRINCIPAL DOCKET CLERK

SENIOR ACCOUNT CLERK  
SENIOR CLERK STENOGRAPHER  
SENIOR COURT CLERK  
SENIOR ACCOUNT CLERK  
TRANSCRIBER  
SENIOR LIBRARY ASSISTANT  
SENIOR CLERK TRANSCRIBER  
SENIOR INDEX CLERK  
SENIOR WORD PROCESSING  
OPERATOR  
SENIOR MAIL CLERK

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RANGE 6

SENIOR MICROFILM OPERATOR

PRINCIPAL OFFSET MACHINE  
OPERATOR

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Schedule A (Continued)

RANGE 7

PLANNING DRAFTSMAN	PRINCIPAL INDEX CLERK
PRINCIPAL ACCOUNT CLERK	PROBATE CLERK
PRINCIPAL CLERK STENOGRAPHER	PRINCIPAL CLERK TRANSCRIBER
SENIOR CLERK DRIVER - LIBRARY	PRINCIPAL LIBRARY ASSISTANT
COORDINATOR - DENTAL HEALTH SERVICES	SUPERVISING CLERK
LEASED HOUSING SPECIALIST	ADMINISTRATIVE CLERK
LIBRARY EXHIBIT ARTIST	PRINCIPAL LIBRARY ASSISTANT
PRINCIPAL PERSONNEL CLERK (STENOGRAPHER)	(TYPING)
PRINCIPAL PAYROLL CLERK	PRINCIPAL COURT CLERK
PURCHASING EXPEDITOR	SUPERVISING CLERK TYPIST
SENIOR ACCOUNT CLERK (FORMER SENIOR	FIELD REPRESENTATIVE, HOUSING
CLERK BOOKKEEPER - DOUBLE ENTRY)	INSPECTION
PRINCIPAL MICROFILM OPERATOR	

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RANGE 8

SHERIFF'S OFFICER	SECURITY GUARD
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RANGE 9

LIBRARY INTERNE	SENIOR PROBATE CLERK
PRINCIPAL ACCOUNT CLERK (FORMER	SUPERVISING LIBRARY ASSISTANT
PRINCIPAL CLERK BOOKKEEPER - DOUBLE	LIBRARY TRAINEE
ENTRY)	TAX CLERK
SUPERVISING CLERK STENOGRAPHER	INVESTIGATOR (PROBATION)
SUPERVISING INDEX CLERK	ADMINISTRATIVE SECRETARY
ASSISTANT SUPERINTENDENT - WEIGHTS &	HOME LOAN ADVISOR
MEASURES	HOUSING ASSISTANCE TECHNICIAN
SENIOR PLANNING DRAFTSMAN	CHIEF CLERK

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RANGE 10

FIELD REPRESENTATIVE FOR HOUSING REHABILITATION

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RANGE 11

SENIOR INVESTIGATOR (PROBATION)  
DEPUTY SUPERINTENDENT - WEIGHTS & MEASURES

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RANGE 12

SUPERVISOR OF SENIOR CITIZENS ACTIVITIES	DATA PROCESSING PROGRAMMER
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Schedule A (Continued)

RANGE 13

PROGRAM DEVELOPMENT SPECIALIST (COMMUNITY SERVICE)  
CONSTRUCTION INSPECTOR ADMINISTRATIVE ANALYST  
PERSONNEL TECHNICIAN

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RANGE 14

SENIOR DATA PROCESSING PROGRAMMER CRIMINAL JUSTICE PLANNER

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RANGE 15

SENIOR CONSTRUCTION INSPECTOR SUPERVISOR OF HOUSING  
JUNIOR LIBRARIAN REHABILITATION  
SENIOR PERSONNEL TECHNICIAN MANAGEMENT SPECIALIST  
SENIOR PROGRAM DEVELOPMENT SPECIALIST (COMMUNITY SERVICE)

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RANGE 16

ASSISTANT PLANNER

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RANGE 17

SENIOR LIBRARIAN (TECHNICAL SERVICES) PRINCIPAL PERSONNEL TECHNICIAN  
SENIOR LIBRARIAN SUPERVISING ADMINISTRATIVE  
SUPERVISING PROGRAM DEVELOPMENT ANALYST  
SPECIALIST (COMMUNITY SERVICE)

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RANGE 18

SENIOR PLANNER

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RANGE 19

PRINCIPAL LIBRARIAN PRINCIPAL LIBRARIAN-REFERENCE  
PRINCIPAL LIBRARIAN - TECHNICAL SERVICES

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RANGE 20

PRINCIPAL PLANNER

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Schedule A (Continued)

RANGE 21

SUPERVISING LIBRARIAN  
SUPERVISING LIBRARIAN-REFERENCE

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RANGE 22

SUPERVISING PLANNER

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RANGE 23

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RANGE 24

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RANGE 25

ASSISTANT PLANNING DIRECTOR

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Schedule B-1  
40 Hours  
JOB TITLES AND RANGES  
ROADS AND BRIDGES

RANGE S-1

COMMUNICATIONS OPERATOR (TYPING)

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RANGE 1

LABORER

CLERK DRIVER

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RANGE 2

STOCK CLERK

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RANGE 3

MAINTENANCE REPAIRER-PAINTER  
MECHANICAL REPAIRER HELPER  
TRAFFIC MAINTENANCE WORKER

ROAD REPAIRER  
MECHANIC'S HELPER  
ADMINISTRATIVE CLERK/  
COMMUNICATIONS OPERATOR

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RANGE 4

SENIOR STOCK CLERK  
BRIDGE REPAIRER

TRUCK DRIVER

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RANGE 5

MECHANIC  
EQUIPMENT OPERATOR (1ST 6 MOS.OF TRAINING)  
SENIOR TRAFFIC MAINTENANCE WORKER

SENIOR MAINTENANCE REPAIRER-  
PAINTER  
SENIOR ROAD REPAIRER

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RANGE 6

SENIOR BRIDGE REPAIRER

EQUIPMENT OPERATOR (2ND 6 MOS.  
OF TRAINING)

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RANGE 7

SENIOR MECHANIC  
EQUIPMENT OPERATOR (AFTER 12 MOS. OF TRAINING)

HEAVY EQUIPMENT OPERATOR

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RANGE 8

SUPERVISOR, ROADS  
ASSISTANT SUPERVISING MECHANIC

SUPERVISING BRIDGE REPAIRER  
MAINTENANCE REPAIRER FOREMAN-  
PAINTER

Schedule B (Continued)

RANGE 9

GENERAL ROAD FOREMAN  
SUPERVISING MECHANIC

ROAD CONSTRUCTION FOREMAN  
SUPERVISOR, TRAFFIC MAINTENANCE

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RANGE 10

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RANGE 11

GENERAL SUPERVISOR OF GARAGE SERVICES

GENERAL SUPERVISOR OF ROADS

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Schedule C-1  
40 Hours  
JOB TITLES AND RANGES  
BUILDINGS AND MAINTENANCE

RANGE 1

BUILDING SERVICE WORKER

MESSENGER

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RANGE 2

BUILDING MAINTENANCE WORKER

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RANGE 3

SENIOR BUILDING MAINTENANCE WORKER  
MAINTENANCE REPAIRER  
MAINTENANCE REPAIRER(CARPENTER)

SENIOR MESSENGER  
MAINTENANCE REPAIRER(PAINTER)

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RANGE 4

SUPERVISOR, BUILDING SERVICE

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RANGE 5

SENIOR MAINTENANCE REPAIRER  
SENIOR MAINTENANCE REPAIRER(PAINTER)  
SENIOR MAINTENANCE REPAIRER(CARPENTER)

PRINCIPAL MESSENGER  
SENIOR MAIL CLERK

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RANGE 6

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RANGE 7

ASSISTANT MAINTENANCE REPAIRER FOREMAN  
MAINTENANCE REPAIRER(HEATING, ELECTRICAL HEATING, AIR CONDITIONING  
& REFRIGERATION)

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RANGE 8

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RANGE 9

SENIOR MAINTENANCE REPAIRER(HEATING, ELECTRICAL HEATING, AIR CONDITIONING  
& REFRIGERATION)  
MAINTENANCE REPAIRER FOREMAN

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Schedule C (Continued)

RANGE 10

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RANGE 11

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RANGE 12

HEATING AND AIR CONDITIONING MECHANIC

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RANGE 13

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RANGE 14

ASSISTANT SUPERVISOR, HEATING & AIR CONDITIONING MECHANIC

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RANGE 15

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RANGE 16

SUPERVISOR, HEATING & AIR CONDITIONING MECHANIC

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Schedule D-1  
40 Hours  
JOB TITLES AND RANGES  
COMMUNICATIONS OPERATORS

RANGE 1

COMMUNICATIONS OPERATOR

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RANGE 2

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RANGE 3

SENIOR COMMUNICATIONS OPERATOR

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RANGE 4

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RANGE 5

SUPERVISING COMMUNICATIONS OPERATOR

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Schedule E -1  
40 Hours  
JOB TITLES AND RANGES

RANGE 1

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RANGE 2

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RANGE 3

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RANGE 4

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RANGE 5

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RANGE 6

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RANGE 7

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RANGE 8

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RANGE 9

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RANGE 10

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RANGE 11

ENGINEERING AIDE

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RANGE 12

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RANGE 13

SENIOR ENGINEERING AIDE

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RANGE 14

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RANGE 15

PRINCIPAL ENGINEERING AIDE

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Schedule E (Continued)

RANGE 16

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RANGE 17

SUPERVISING ENGINEERING AIDE

ASSISTANT ENGINEER

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RANGE 18

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RANGE 19

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RANGE 20

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RANGE 21

SENIOR ENGINEER

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RANGE 22

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RANGE 23

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RANGE 24

PRINCIPAL ENGINEER

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# 35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1988 SCHEDULE A-2

RG. BASE*	INC	INC	1	2	3	4	5	6	7	8	9	Max (New numbering system)
			Hires	Hires	2	3	4	5	6	7	8	MAX
1	10850	476	11326	12097	12574	13050	13525	14002	14478	14955	15432	15908
2	11379	500	11879	12651	13152	13652	14153	14652	15154	15654	16153	16656
3	11937	527	12464	13235	13760	14288	14811	15338	15864	16390	16916	17442
4	12503	552	13055	13826	14378	14929	15479	16030	16582	17133	17685	18237
5	13118	580	13698	14470	15049	15628	16208	16788	17366	17945	18525	19104
6	13762	607	14369	15141	15747	16356	16963	17570	18178	18785	19393	20000
7	14187	639	14826	15598	16236	16873	17512	18150	18790	19427	20064	20703
8	14856	670	15566	16338	17010	17680	18350	19022	19691	20362	21031	21702
9	15641	703	16344	17116	17820	18525	19228	19931	20635	21339	22043	22747
10	16424	738	17162	18039	18673	19410	20150	20887	21626	22366	23103	23842
11	17246	777	18023	18794	19570	20347	21123	21899	22674	23451	24226	25002
12	18106	815	18921	19693	20507	21321	22136	22951	23766	24581	25395	26209
13	19014	856	19870	20640	21496	22350	23207	24060	24915	25771	26625	27482
14	19966	898	20864	21636	22531	23429	24328	25225	26124	27020	27919	28818
15	20963	942	21905	22677	23620	24564	25507	26449	27394	28336	29279	30223
16	22008	989	22997	23768	24758	25750	26740	27729	28720	29710	30699	31690
17	23111	1040	24151	24923	25962	27000	28042	29080	30120	31160	32201	33239
18	24267	1092	25359	26131	27223	28314	29405	30497	31589	32680	33773	34864
19	25479	1147	26626	27398	28544	29691	30836	31983	33129	34278	35424	36571
20	26754	1204	27958	28729	29933	31136	32342	33546	34750	35954	37158	38361
21	28092	1264	29356	30126	31391	32655	33920	35184	36448	37714	38978	40243
22	29496	1329	30825	31595	32923	34249	35576	36904	38232	39557	40886	42213
23	30969	1395	32364	33136	34528	35923	37317	38711	40106	41500	42894	44289
24	32517	1464	33981	34752	36215	37679	39143	40606	42070	43534	44998	46462
25	34146	1538	35684	36456	37989	39527	41064	42601	44137	45674	47211	48748

\*includes 1985, 1986, 1987 and 1988 Hires

35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1989 SCHEDULE A-3

	BASE	INC	1	2	3	4	5	6	7	8	9	MAY
1	11501	505	12006	12823	13328	13833	14337	14842	15347	15852	16358	16862
2	12062	530	12592	13410	13941	14471	15002	15531	16063	16593	17122	17655
3	12653	559	13212	14029	14586	15145	15700	16258	16816	17373	17931	18489
4	13253	585	13838	14656	15241	15825	16408	16992	17577	18161	18746	19331
5	13905	615	14520	15338	15952	16566	17180	17795	18408	19022	19637	20250
6	14588	643	15231	16049	16692	17337	17981	18624	19269	19912	20557	21200
7	15038	678	15716	16534	17210	17865	18563	19239	19917	20593	21268	21945
8	15790	710	16500	17318	18031	18741	19451	20163	20872	21584	22293	23004
9	16579	746	17325	18143	18889	19637	20382	21127	21873	22619	23366	24112
10	17409	783	18192	19121	19793	20575	21359	22140	22924	23708	24489	25273
11	18281	823	19104	19922	20744	21568	22390	23213	24034	24858	25680	26502
12	19192	864	20056	20875	21737	22600	23464	24328	25192	26056	26919	27782
13	20155	907	21062	21878	22786	23691	24599	25504	26410	27317	28223	29131
14	21164	952	22116	22934	23883	24835	25788	26739	27691	28641	29594	30547
15	22221	998	23219	24038	25037	26038	27037	28036	29038	30036	31036	32036
16	23328	1049	24377	25194	26243	27295	28344	29393	30443	31493	32541	33591
17	24498	1102	25600	26418	27520	28620	29725	30825	31927	33030	34133	35233
18	25723	1158	26881	27699	28856	30013	31169	32327	33484	34641	35799	36956
19	27008	1216	28224	29042	30257	31472	32686	33902	35117	36335	37549	38765
20	28359	1276	29635	30453	31729	33004	34283	35559	36835	38111	39387	40663
21	29778	1339	31117	31934	33274	34614	35955	37295	38635	39977	41317	42658
22	31266	1409	32675	33491	34898	36304	37711	39118	40526	41930	43339	44746
23	32827	1479	34306	35124	36600	38078	39556	41034	42512	43990	45468	46946
24	34468	1552	36020	36837	38388	39940	41492	43042	44594	46146	47698	49250
25	36195	1630	37825	38643	40268	41899	43528	45157	46785	48414	50044	51673

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1988 SCHEDULE B-2

RG.	BASE*	INC	INC	1 83/84 Hires	2 81/82 Hires	3	4	5	6	7	8	9	MAX (New numbering system)
51	13609	600	14209	14981	15582	16183	16783	17384	17985	18585	19186	19787	
1	15227	674	15901	16673	17346	18020	18695	19369	20043	20719	21393	22066	
2	15483	685	16168	16940	17624	18309	18994	19679	20366	21049	21735	22422	
3	16316	722	17038	17810	18532	19256	19978	20702	21422	22146	22868	23592	
4	16582	735	17317	18088	18823	19558	20292	21027	21761	22496	23230	23965	
5	17249	776	18025	18801	19578	20353	21129	21905	22681	23458	24234	25010	
6	17427	783	18210	18981	19766	20549	21334	22118	22902	23686	24470	25256	
7	18080	813	18893	19664	20478	21293	22105	22920	23731	24546	25358	26172	
8	19483	876	20359	21130	22008	22883	23760	24637	25512	26388	27265	28141	
9	20054	901	20955	21727	22630	23531	24433	25334	26235	27137	28040	28941	
10	20806	936	21742	22513	23449	24385	25321	26257	27193	28129	29065	30001	
11	21558	970	22528	23300	24270	25240	26210	27179	28149	29119	30089	31059	

\*Includes 1985, 1986, 1987 and 1988 Hires.

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1989 SCHEDULE B-3

RG.	BASE	JMC	1	2	3	4	5	6	7	8	9	MAX
51	14426	636	15062	15880	16517	17154	17790	18427	19064	19700	20337	20974
1	16141	714	16855	17673	18387	19101	19817	20531	21246	21962	22677	23390
2	16412	726	17138	17956	18681	19408	20134	20860	21588	22312	23039	23767
3	17295	765	18060	18879	19644	20411	21177	21944	22707	23475	24240	25008
4	17577	779	18356	19173	19952	20731	21510	22289	23067	23846	24624	25403
5	18284	823	19107	19929	20753	21574	22397	23219	24042	24865	25688	26511
6	18473	830	19303	20120	20952	21782	22614	23445	24276	25107	25938	26771
7	19165	862	20027	20844	21707	22571	23431	24295	25155	26019	26879	27742
8	20652	929	21581	22398	23328	24256	25186	26115	27043	27971	28901	29829
9	21257	955	22212	23031	23988	24943	25899	26854	27809	28765	29722	30677
10	22054	993	23047	23864	24856	25848	26840	27832	28825	29817	30809	31801
11	22851	1029	23880	24698	25726	26754	27783	28810	29838	30866	31894	32923



40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1988 SCHEDULE C-2

RANGE	BASE BASE *	INC	INC 83/84	1	2	3	4	5	6	7	8	9	MAX MAX	MAX (New numbering system)
1	14669	650	15319	16091	16738	17387	18036	18686	19334	19982	20633	21281		
2	15485	685	16170	16942	17629	18312	18996	19682	20368	21053	21737	22424		
3	16066	722	16788	17560	18282	19006	19728	20452	21172	21896	22618	23342		
4	16877	760	17637	18409	19169	19928	20688	21450	22209	22969	23728	24488		
5	17698	796	18494	19264	20061	20857	21653	22451	23246	24042	24838	25634		
6	18580	836	19416	20188	21025	21858	22696	23532	24369	25204	26041	26876		
7	19511	877	20388	21160	22037	22915	23793	24670	25548	26426	27303	28181		
8	20487	921	21408	22178	23101	24023	24945	25867	26787	27711	28633	29556		
9	21511	969	22480	23252	24221	25191	26158	27128	28096	29065	30033	31001		
10	22588	1016	23604	24376	25392	26409	27426	28444	29460	30477	31494	32511		
11	23719	1065	24784	25556	26624	27691	28759	29827	30895	31963	33031	34098		
12	24905	1121	26026	26798	27917	29039	30160	31281	32403	33525	34644	35765		
13	26150	1177	27327	28098	29275	30452	31628	32805	33981	35158	36335	37511		
14	27458	1236	28694	29466	30702	31938	33174	34410	35646	36882	38118	39354		
15	28831	1297	30128	30900	32198	33495	34792	36090	37387	38685	39982	41280		
16	30273	1362	31635	32406	33768	35131	36493	37855	39217	40579	41941	43303		

\*Includes 1985, 1986, 1987 and 1988 Hires.

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1989 SCHEDULE C-3

RANGE	BASE	INC	1	2	3	4	5	6	7	8	9	MAX
1	15549	689	16238	17056	17742	18430	19118	19807	20494	21181	21871	22558
2	16414	726	17140	17959	18687	19411	20136	20863	21590	22316	23041	23769
3	17030	765	17795	18614	19379	20146	20912	21679	22442	23210	23975	24743
4	17890	805	18695	19514	20319	21124	21929	22737	23542	24347	25152	25957
5	18760	844	19604	20420	21265	22108	22952	23798	24641	25485	26328	27172
6	19695	886	20581	21399	22287	23169	24058	24944	25831	26716	27603	28489
7	20682	929	21611	22430	23359	24290	25221	26150	27081	28012	28941	29872
8	21716	976	22692	23509	24487	25464	26442	27419	28394	29374	30351	31329
9	22802	1027	23829	24647	25674	26702	27727	28756	29782	30809	31835	32861
10	23943	1077	25020	25839	26916	27994	29072	30151	31228	32306	33384	34462
11	25142	1129	26271	27089	28221	29352	30485	31617	32749	33881	35013	36144
12	26399	1189	27588	28406	29592	30781	31970	33158	34347	35537	36723	37911
13	27719	1248	28967	29784	31032	32279	33526	34773	36020	37267	38515	39762
14	29105	1311	30416	31234	32544	33854	35164	36475	37785	39095	40405	41715
15	30561	1375	31936	32754	34130	35505	36880	38255	39630	41006	42381	43757
16	32089	1444	33533	34350	35794	37239	38683	40126	41570	43014	44457	45901

15502 * - TRAINING RATE FOR SIX (6) MONTHS FROM DATE OF HIRE											
RANGE	BASE		INC		1		2		3		MAX (New numbering system)
	BASE *	INC	83/84	81/82	2	3	4	5	6	7	8
1	17002	753	17755	18527	19279	20033	20786	21539	22293	23045	23800
2	17840	791	18631	19402	20194	20988	21779	22570	23363	24154	24948
3	18718	831	19549	20321	21151	21982	22813	23644	24474	25306	26137
4	19643	870	20513	21285	22157	23029	23903	24775	25648	26519	27291
5	20612	915	21527	22299	23216	24133	25049	25965	26881	27799	28715

\* (\$1,500 LESS THAN RANGE 1 BASE)

NEWLY HIRED EMPLOYEES MOVED TO RANGE 1 BASE AT THE END OF SIX MONTHS.

\*Includes 1985, 1986, 1987 and 1988 Hires.

SCHEDULE D-3

COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1989

16522 \* - TRAINING RATE FOR SIX (6) MONTHS FROM DATE OF HIRE

RANGE	BASE	INC	1	2	3	4	5	6	7	8	9	MAX
1	18022	798	18820	19639	20436	21235	22033	22831	23631	24428	25228	26027
2	18910	839	19749	20566	21406	22247	23086	23924	24765	25603	26445	27283
3	19841	881	20722	21540	22420	23301	24182	25063	25942	26824	27705	28585
4	20822	922	21744	22562	23486	24411	25337	26262	27187	28110	28928	29853
5	21849	970	22819	23637	24609	25581	26552	27523	28494	29467	30438	31409

\* (\$1,500 LESS THAN RANGE 1 BASE)

NEWLY HIRED EMPLOYEES MOVED TO RANGE 1 BASE AT THE END OF SIX MONTHS.

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1988 SCHEDULE E-2

(New numbering system)

BASE		INC	1	2	3	4	5	6	7	8	9	TAX
BASE *	INC	83/84	81/82	2	3	4	5	6	7	8		
1	12400	544	12944	13825	14370	14914	15457	16002	16546	17091	17637	18131
2	13005	571	13576	14458	15031	15602	16175	16745	17319	17890	18461	19035
3	13642	603	14245	15126	15726	16329	16927	17529	18130	18731	19333	19934
4	14289	631	14920	15801	16432	17062	17690	18320	18951	19581	20211	20842
5	14992	663	15655	16537	17199	17861	18523	19186	19847	20509	21171	21833
6	15728	694	16422	17304	17997	18693	19386	20080	20775	21469	22163	22857
7	16214	730	16944	17826	18555	19283	20014	20743	21474	22202	22930	23661
8	17024	766	17790	18672	19440	20206	20971	21739	22504	23271	24035	24802
9	17875	804	18679	19561	20366	21171	21975	22778	23583	24387	25192	25997
10	18770	844	19614	20616	21341	22183	23029	23871	24715	25561	26403	27248
11	19710	888	20598	21479	22366	23254	24141	25027	25913	26801	27687	28574
12	20693	931	21624	22506	23437	24367	25298	26230	27161	28093	29023	29953
13	21730	979	22709	23589	24567	25543	26522	27497	28474	29453	30429	31408
14	22818	1027	23845	24727	25750	26776	27803	28829	29856	30880	31907	32935
15	23958	1076	25034	25917	26994	28073	29151	30227	31307	32384	33462	34541
16	25152	1130	26282	27163	28295	29429	30560	31690	32823	33954	35085	36217
17	26413	1188	27601	28483	29671	30857	32048	33234	34423	35611	36801	37987
18	27734	1248	28982	29864	31112	32359	33606	34854	36102	37349	38598	39845
19	29119	1311	30430	31312	32622	33933	35241	36552	37862	39175	40485	41795
20	30576	1376	31952	32833	34209	35584	36962	38338	39714	41090	42466	43841
21	32105	1445	33550	34430	35875	37320	38766	40210	41655	43102	44546	45992
22	33710	1519	35229	36109	37626	39142	40658	42176	43694	45208	46727	48243
23	35393	1594	36987	37870	39461	41055	42648	44241	45835	47429	49022	50616
24	37162	1673	38835	39717	41389	43062	44735	46407	48080	49753	51426	53099
25	39024	1758	40782	41664	43416	45174	46930	48687	50442	52199	53955	55712

\*Includes 1985, 1986, 1987 and 1988 Hires.

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1989 SCHEDULE E-3

	BASE	INC	1	2	3	4	5	6	7	8	9	MAX
1	13144	577	13721	14655	15232	15809	16385	16962	17539	18117	18695	19271
2	13785	606	14391	15326	15933	16538	17145	17750	18358	18963	19568	20177
3	14461	638	15099	16033	16670	17309	17943	18581	19218	19855	20493	21130
4	15146	669	15815	16750	17418	18086	18752	19419	20088	20755	21424	22093
5	15891	703	16594	17529	18231	18933	19634	20337	21038	21739	22442	23143
6	16672	735	17407	18342	19077	19814	20550	21285	22022	22757	23494	24229
7	17186	775	17961	18896	19669	20440	21215	21987	22762	23535	24306	25080
8	18046	811	18857	19792	20607	21418	22230	23043	23854	24667	25478	26290
9	18947	853	19800	20735	21587	22442	23294	24145	24998	25850	26704	27557
10	19896	895	20791	21853	22621	23514	24410	25303	26199	27095	27987	28883
11	20893	940	21833	22768	23707	24649	25589	26529	27467	28409	29349	30288
12	21934	987	22921	23857	24842	25829	26816	27803	28791	29778	30765	31751
13	23034	1037	24071	25003	26041	27075	28113	29147	30183	31219	32255	33293
14	24187	1088	25275	26210	27295	28383	29472	30559	31647	32733	33822	34911
15	25395	1141	26536	27472	28614	29758	30899	32041	33186	34327	35470	36613
16	26661	1198	27859	28793	29992	31194	32393	33592	34792	35992	37190	38390
17	27998	1259	29257	30192	31451	32709	33971	35229	36488	37749	39009	40266
18	29398	1323	30721	31656	32978	34301	35622	36945	38267	39590	40913	42235
19	30866	1390	32256	33191	34579	35968	37355	38745	40134	41526	42913	44303
20	32410	1459	33869	34803	36262	37719	39181	40639	42097	43555	45014	46472
21	34032	1530	35562	36496	38027	39559	41091	42623	44154	45688	47219	48752
22	35733	1610	37343	38275	39883	41490	43098	44706	46315	47920	49530	51138
23	37517	1690	39207	40142	41829	43518	45207	46896	48585	50274	51963	53653
24	39392	1774	41166	42099	43872	45646	47419	49191	50965	52738	54512	56286
25	41366	1863	43229	44163	46021	47885	49746	51608	53469	55330	57193	59055

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